



DEPARTMENT OF THE NAVY

COMMANDER NAVAL RESERVE FORCE

NEW ORLEANS, LOUISIANA 70146-5000

COMNAVRESFORINST 5354.1E
009

14 MAY 1993

COMNAVRESFOR INSTRUCTION 5354.1E

Subj: NAVAL RESERVE EQUAL OPPORTUNITY

Ref: (a) OPNAVINST 5354.1C
(b) SECNAVINST 5300.26B
(c) COMNAVRESFORINST 5354.7

Encl: (1) Naval Reserve Force Policy on Equal Opportunity
(2) Naval Reserve Force Policy on Prevention of Sexual Harassment
(3) Naval Reserve Force Policy on Prevention of Reprisals

1. Purpose. To issue enclosures (1) through (3) and to provide Naval Reserve Force policy and guidance for the execution of the Navy Equal Opportunity (EO) program, including the prevention of sexual harassment.

2. Cancellation. COMNAVRESFORINST 5354.1D.

3. Applicability

a. As amplified in this instruction, reference (a) will be followed throughout the Naval Reserve Force. The provisions of this instruction apply to all active and inactive duty Navy and Naval Reserve personnel and units assigned within the Naval Reserve Force.

b. Civilian Equal Employment Opportunity (EEO) policies are issued separately by Commander, Naval Reserve Force (COMNAVRESFOR), Assistant Secretary of the Navy for Civilian Personnel and EEO, and the EEO Commission.

4. Within the Naval Reserve, EO is a concept that is to be a common factor in the sound leadership and management of all our human resources. The presence of strong EO practices has a direct positive impact upon morale, discipline, and military effectiveness. Reference (a) requires that the Command Managed Equal Opportunity (CMEO) program be established at every command. All commanders, commanding officers, and officers-in-charge (hereafter referred to as commanding officers) are responsible to ensure that there is an ongoing education program in place to promote EO, full and optimal utilization of minorities and women, prevention of sexual harassment, appropriate use of grievance and redress procedures, and the prevention of fraternization.

5. Policy. COMNAVRESFOR policy statements on EO, prevention of sexual harassment and prevention of reprisals are provided in enclosures (1) through (3).

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a. These policies are based on law, regulation, and sound leadership principles. Chain of command support and enforcement of these policies is mandatory.

b. Commanding officers will ensure that the following materials are prominently posted in their command: enclosure (1) of reference (b), enclosures (1) through (3) of this instruction, the Inspector General's hotline numbers, and the Navy's Grievance and Redress poster. Commanding officers are not required to issue individual policy statements but may do so if desired.

c. All personnel will be educated and trained annually in the areas of identification, prevention, resolution, and elimination of sexual harassment. Training programs will use the three-tiered behavioral zone approach to explain the spectrum of sexual harassment as contained in enclosure (3) of reference (b). This annual training will be held with the annual command assessment.

6. Responsibilities

a. COMNAVRESFOR. Sponsor the EO program for the Naval Reserve Force.

b. COMNAVRESFOR (Code 009B) EO Program Specialist

(1) Develop and monitor Naval Reserve Force manpower, personnel and training objectives to support the EO program.

(2) Prepare and submit to the Chief of Naval Operations, the Naval Reserve Military EO Assessment on the progress of the Naval Reserve's Affirmative Action Plan.

(3) Prepare a posture statement on the status of EO in the Naval Reserve for flag officers, commanders, and commanding officers as required.

(4) Provide information, assessment and status reports on the EO program per higher authority.

(5) Provide overall direction and assistance to subordinate commands for the Naval Reserve EO program.

(6) Oversee the CMEO program within the Naval Reserve Force.

(7) Develop and publish EO inspection criteria that address all key elements of references (a) through (c), and conduct CMEO inspections at subordinate commands.

(8) Maintain a Mobile Training Team (MTT) to provide Command Training Team (CTT)/Command Assessment Team (CAT)/Core Values (CV) Indoctrination for subordinate commands.

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Indoctrination courses will be provided on a minimum 18-month cycle for all commands.

c. Commander, Naval Reserve Recruiting Command

(1) Coordinate with COMNAVRESFOR (Code 009B) to support adequate and reasonable representation of minorities and women in the Naval Reserve.

(2) Develop Naval Reserve recruiting strategies to meet minority goals of any first term recruiting programs per the Navy Recruiting Command.

d. Immediate Superior in Command

(1) Implement CMEO at subordinate commands. Ensure each subordinate command establishes and maintains a trained CTT and CAT per reference (a) and this instruction.

(a) Training requirements for large numbers (minimum of 24, maximum of 40 students) will be provided by the COMNAVRESFOR MTT. Requirements for COMNAVRESFOR MTT training will be forwarded to COMNAVRESFOR (Code 009B) during the month of March for the following fiscal year training schedule. MTT training will be provided on a 18 month cycle. Funding for students will be the responsibility of the parent command. Funding for course material, travel and per diem expenses of the MTT will be the responsibility of COMNAVRESFOR.

(b) Individual or small numbers of training requirements should be met by using the course information in the Catalog of Navy Training Courses under course number P-050-0001 and P-050-0002.

(2) Conduct required CMEO inspections at subordinate commands.

e. Commanding officers

(1) Become familiar with and adhere to the EO responsibilities of commanders per reference (a).

(2) Ensure all personnel within their chain of command incorporate EO policy into their day-to-day management practice.

(3) Assign a fully qualified CTT to conduct the Navy Rights and Responsibilities (NR&R) workshop for all personnel within 90 days of reporting on board per reference (a). This workshop will normally take between 4 to 6 hours to complete. The Naval Reserve incorporates CV training into NR&R which requires one senior facilitator (05 or above). If necessary, assign a Selected Reserve officer. Training requirements for the CV facilitator can be met by attending the final day of MTT training which is normally scheduled on a Saturday.

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(a) Since Selected Reserve personnel do not transfer at the same frequency as full time support personnel, they will attend this workshop upon first reporting to their Inactive Duty Training site and at least once every 4 years. Training must be offered frequently enough to keep class size below 20 people.

(b) This training will be documented in service records (using a Page 4, NAVPERS 1070/604). Commanding officers will ensure appropriate correspondence is forwarded to the service record holder.

(4) Conduct annual NR&R refresher training with the annual command assessment. Reference (a) gives training requirements. Additionally, enclosures (1) through (3) of this instruction will be reviewed. Time allotted will be sufficient to cover the issues which usually will require 1 to 2 hours. For this annual training, a completed muster list is the only documentation required.

(5) Ensure the mandatory members of the CAT have been trained per reference (a). Appoint additional members as needed to complete the annual command climate assessment in a timely manner. Section III of reference (a) provides detailed guidance on the team responsibilities.

(6) Develop and execute the Plan of Actions and Milestones resulting from the command assessment to address any EO problems revealed. Maintain this Plan of Actions and Milestones for one inspection cycle.

f. Commanding officers of shore commands

(1) Become familiar with and adhere to EO responsibilities specific to shore commands per reference (a).

(2) Assign an officer or senior petty officer (E7 or above), on a collateral duty basis, to provide assistance for individuals in resolving discrimination or sexual harassment problems. This person must be knowledgeable of Navy policies regarding EO, discrimination, sexual harassment, fraternization, and the processing of grievances/complaints. The individual designated will be accessible to all hands and have direct access to the commanding officer. The person's name, phone number and location will be publicized throughout the command.

g. Naval Reserve unit commanding officers shall ensure all assigned personnel attend the NR&R workshops.

(1) Unit commanding officers are not required to maintain a separate CTT or CAT. The supporting Naval Reserve activity commanding officer will provide training and conduct assessments.

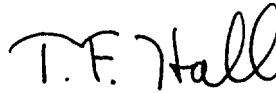
(2) Naval Reserve activities often do not have sufficient full time support personnel assigned to provide the number and

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paygrade of CTT members per reference (a). In particular, the senior officer requirements for CV training may be difficult to meet. In those cases, the commanding officer is responsible to assist in meeting manpower requirements as requested by the Naval Reserve activity commanding officer.

(3) Units are not required to maintain a separate CAT. The local activity commanding officer will determine the means used to conduct the annual assessment of Naval Reserve units. Unit commanding officers will provide sufficient numbers of personnel to meet local needs.

7. Action. Commanding officers are required to support the Navy and Naval Reserve EO programs per references (a) and (b) and this instruction.



T. F. HALL

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List A (A3 (N095 only), A5 only)
B1 (less FR12, FR13 and FR17)
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NAVAL RESERVE FORCE POLICY ON EQUAL OPPORTUNITY

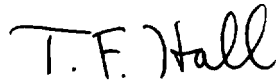
I strongly support the Department of the Navy policy on equal opportunity. Equal Opportunity and fair treatment shall be provided to all military members. Commanding officers are to make every effort to provide full and optimal utilization of all personnel in the Naval Reserve Force regardless of their race, religion, or sex.

Discriminatory practices, on and off base, directed against servicemembers and their families undermine morale and efficiency and are contrary to the Department of the Navy Equal Opportunity policy. Such practices when detected shall be reported and measures taken to eliminate them.

Through the Command Managed Equal Opportunity Program, OPNAVINST 5354.1C provides commanding officers the authority and resources necessary to be a proactive leader in Equal Opportunity. Commanding officers must exact total support of Command Managed Equal Opportunity from the officers and enlisted personnel assigned to their commands. In Equal Opportunity, as in other matters, I demand the loyal support of the chain of command.

Commanding officers will designate an officer or senior petty officer (E7 or above) on a collateral duty basis to assist individuals in resolving Equal Opportunity problems. This person will be knowledgeable of Equal Opportunity policy as well as processing of discrimination complaints per OPNAVINST 5354.1C.

I intend to keep the Naval Reserve at the forefront of Equal Opportunity, and I expect all Naval Reserve personnel to enjoy the respect and dignity inherent in membership in the United States Naval Service.



T. F. HALL

Commander, Naval Reserve Force

Encl (1)

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NAVAL RESERVE FORCE POLICY ON PREVENTION OF SEXUAL HARASSMENT

Sexual harassment will not be tolerated in the Naval Reserve Force. This form of discrimination undermines the integrity of working relationship, debilitates morale, and interferes with the work productivity of our force. Sexual harassment violates Navy policy and therefore, substantiated aggravated acts shall result in corrective administrative or disciplinary action.

Sexual harassment is defined as a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

a. submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay or career; or

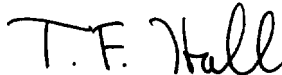
b. submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting this person; or

c. such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

d. Any military member or civilian employee in a supervisory or command position who uses or condones sexual behavior to control, influence, or affect the career, pay, or the job of a military or civilian employee is engaging in sexual harassment. Anyone who makes deliberate or repeated unwelcome verbal comments, gestures or physical contact of a sexual nature is also engaging in sexual harassment.

Commanding officers will designate an officer or senior petty officer to aid individuals in resolving sexual harassment complaints. This person will be knowledgeable of sexual harassment policy and the processing of grievances per OPNAVINST 5354.1C. The COMNAVRESFOR Inspector General's "Fraud, Waste, and Abuse Hotline," commercial 504-948-1324 or DSN 363-1324, is available if the complainant is not reasonably satisfied that the situation has been or will be properly resolved.

Commanding officers will ensure the prevention of sexual harassment is addressed during the annual Navy Rights and Responsibilities Workshop. Commanding officers will also take the lead by personal example in enforcing this policy.



T. F. HALL

Commander, Naval Reserve Force

Encl (2)

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NAVAL RESERVE FORCE POLICY ON PREVENTION OF REPRISALS

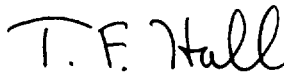
The Constitution of the United States, Uniform Code of Military Justice and U.S. Navy Regulations (1990) all guarantee the right of members to seek redress of wrong by members of the Navy. The Navy's informal and formal Complaint/Grievance procedures outlined in OPNAVINST 5354.1C (Subj: Navy Equal Opportunity Manual) require the trust and confidence of all personnel who must use them. It is often reported that servicemembers are afraid to use the Navy grievance system because of fear of reprisals.

Commanding officers shall impress upon every member of their command that any act of reprisal will be dealt with swiftly and severely. Commanding officers will take prompt disciplinary action against violators when reports of reprisal are determined to be true. In extreme situations, commanding officers shall consider temporarily transferring the complainant to another activity until the issue is resolved.

Commanding officers will assign a personal advocate to each individual submitting a complaint to ensure reprisal does not occur. This advocate is to be of sufficient seniority and maturity not to be intimidated and to judge whether acts of reprisal are taking place. The personal advocate will have direct access to the commanding officer in this matter.

Commanding Officers must be aware that reprisals may take many forms either overt or subtle in nature. Examples include a reduction in fitness reports/evaluation marks, inequity in watchstanding duties, or increased workload/watchstanding assignments. Severe forms may include not recommending personnel for advancement, retention or specialized programs.

It is paramount that the Naval Reserve Force be governed by law and not on the incalculable behavior of individuals. I will take every action within my power to ensure this policy is enforced.



T. F. HALL

Commander, Naval Reserve Force

Encl (3)